

Wright County Library Technology Use Policy

Purpose

The mission of the Wright County Library is to provide an environment where lifelong habits of learning, self-improvement, and self-expression are encouraged and where patrons can meet their educational, informational and recreational needs. To that end the Library makes information available in a variety of formats. Integrating electronic resources from outside networks with the Library's many other resources allows access to ideas, information, and commentary from around the globe. One means of accomplishing that goal is to offer Internet access at each of its branches.

Responsibility of Users

The freedom to access information carries with it a burden of responsibility on the part of the user. The Internet offers access to a wealth of materials that is personally, professionally, and culturally enriching to individuals of all ages. However, the Internet is unregulated and provides access to some material that may be offensive and/or illegal.

Internet resources, as a result, are not subject to the selection criteria of the Library and not all information found is accurate, complete, up-to-date, or politically correct. The Library does not monitor or control the content of information found on outside sites, and thus cannot be held responsible for the content of these sites.

Legal and Ethical Use

Misuse or abuse of Library computers or the Internet will result in suspension of Library privileges as well as possible legal action. Examples of illegal or unethical purposes include, but are not limited to:

- Harassing, libeling or slandering other users;
- Destroying, damaging or altering equipment, software, or data belonging to the Library or other users;
- Using computer communications facilities in ways that impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges or overusing interactive network utilities);
- Attempting to alter software configurations or install any software;
- Violating software license agreements;
- Violating network usage policies and regulations;
- Sending, receiving or displaying text or graphics that may be reasonably construed as obscene (MO. Rev. Stat. 573.010);
- Violating another user's privacy;
- Gaining unauthorized access to resources or entities;
- Unauthorized copying of copyright-protected material;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;

Chat

Use of chat, instant messaging, or playing games is not permitted.

Confidentiality/Security

Wright County Library provides a reasonable expectation of Privacy. Wright County Library will only access private files via a Law Enforcement intervention or Court Order. Wright County Library's Internet access provider, MOREnet provides the latest up to date equipment and security software to provide its customers with the best security possible. However as soon as Wright County Library users are outside MOREnet's server there can be no expectation of privacy or security. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification. The ultimate responsibility for resolution of problems related to

the invasion of the user's privacy or loss of data rests with the user. The Library assumes no responsibility for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

Virus Protection

Software downloaded from the Internet may contain a virus. The Wright County Library takes reasonable precautions, but the Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage or liability that may occur from patron use of the Library computers.

Children and the Internet

The Library makes every attempt to protect users from offensive information. The Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of all Library materials and resources. Internet users, regardless of their age, are the final selectors of the information they restrict their children and only their children from Internet access. Parents/guardians are requested to sign the "Technology Use Disclaimer" statement for Internet use by their children. Parents/guardians acknowledge, by signing the policy, the nature of the Internet and do not hold the Library responsible for:

- Misinformation
- Accuracy of data
- Contents of Internet sites
- Graphics displayed or printed out from the Internet
- "Down Time" for any Internet site
- "Down Time" for Library equipment
- Misuse of e-mail accounts
- Any "Chat" sessions which the child may see or experience while using the Internet on Library equipment.

In compliance with statutes 182.825 and 182.827 RSMo, the Library will not allow any minor to use the public computers to access any material deemed pornographic. The definition of pornographic material contains items listed in 573.010 RSMo, which conforms to our local community standards. The "Technology Use Disclaimer" must be signed in order to obtain a library card, and if you have children then a "Parent/Guardian Disclaimer for Internet Use" Form must be signed one for each child.

Conduct

Conduct yourself as fitting in a library. Please do not lounge in the computer chairs. We ask that cell phones be turned off in the library. No "Musical Chairs", i.e., you must come to the front desk and check out another computer before moving from the computer that is originally assigned to you. If you have children with you, they are your responsibility to monitor and control in a quiet non-disruptive manner. Failure to do so may cause the termination of your session.

Time Limits

There will be a one hour time limit; at the end of one hour, if no one else is waiting, then the user must re-sign the log for an additional hour. NO User may be on a public use computer for more than two hours per day, which includes the use of any computer at any Wright County Library location. It is not acceptable to use our Internet computers beyond the time limits established by the Library Board and Staff. This time limit may change without notice. The library reserves the right to terminate an Internet session at any time. Users must end their sessions and leave the terminal immediately when asked to do so by authorized library staff. All users will be asked to terminate sessions ten minutes prior to the library's closing.

Printing Charges

Computer users will be charged .15 cents for each page that has been printed. This charge is subject to change without notice.

Saving Files / Downloading

The Library will provide disks for patrons to use for the purpose of downloading information from Library products. Disks will be sold to patrons for \$1 each. These are the only disks that may be used for

downloading. Because of potential viruses and security reasons, patrons may not bring their own disks to the Library for this purpose. A new disk must be purchased with each visit. The Library will hold disks for patrons if they contain legitimate research information, a resume or school reports. The disks may not leave the library and then be allowed back into our computer system.

Library Users are prohibited from:

- Violating copyright laws
- Deliberately crashing the Library's or other's computers
- Modifying files without authorization
- Altering data
- Introducing viruses or "Trojan Horses"
- Damaging files
- Maliciously disrupting network services
- Downloading any files onto computer hard drive
- Irresponsible or offensive behavior

User Help

Staff will provide limited assistance for basic start up procedures. The Library staff cannot provide on-demand, in-depth training concerning Internet jargon, search strategies or personal computer use. Due to Library scheduling, time and knowledge constraints.